

How to Install the Plant Code Auto Text File on Your PC

Installing this Auto Text file will allow you in Microsoft Word to type the plant acronym from the **Common Plant Indicator Status List** to automatically insert the following text “scientific name (common name, indicator status, other names, nativity)”.

1. Close MSWord completely.
2. From Explorer, search your hard drive (C:) for any existing normal.dot files. They will interfere with the new file.
3. Delete them (or if it makes you more comfortable, move them to a temporary location on your H: drive for safekeeping). They will be something like:
C:\Documents and Settings\your login name\Start Menu\Programs\normal.dot
C:\Documents and Settings\your login name\Start Menu\Startup\normal.dot
C:\Documents and Settings\your login name\Application Data\Microsoft\Templates
4. Copy the **normal.dot** file
5. Find the folder: C:\Documents and Settings\your login name\Application Data\Microsoft\Templates (If the folder is not visible, type in the filename – it will appear.)
6. Paste the normal.dot file that you have on your clipboard into C:\Documents and Settings\your login name\Application Data\Microsoft\Templates
7. Open MSWord and test the file. It won't work the very first time you type a code, but should always thereafter. If you have problems, please see Diana and she will assist.